

Amendments to the Drawings:

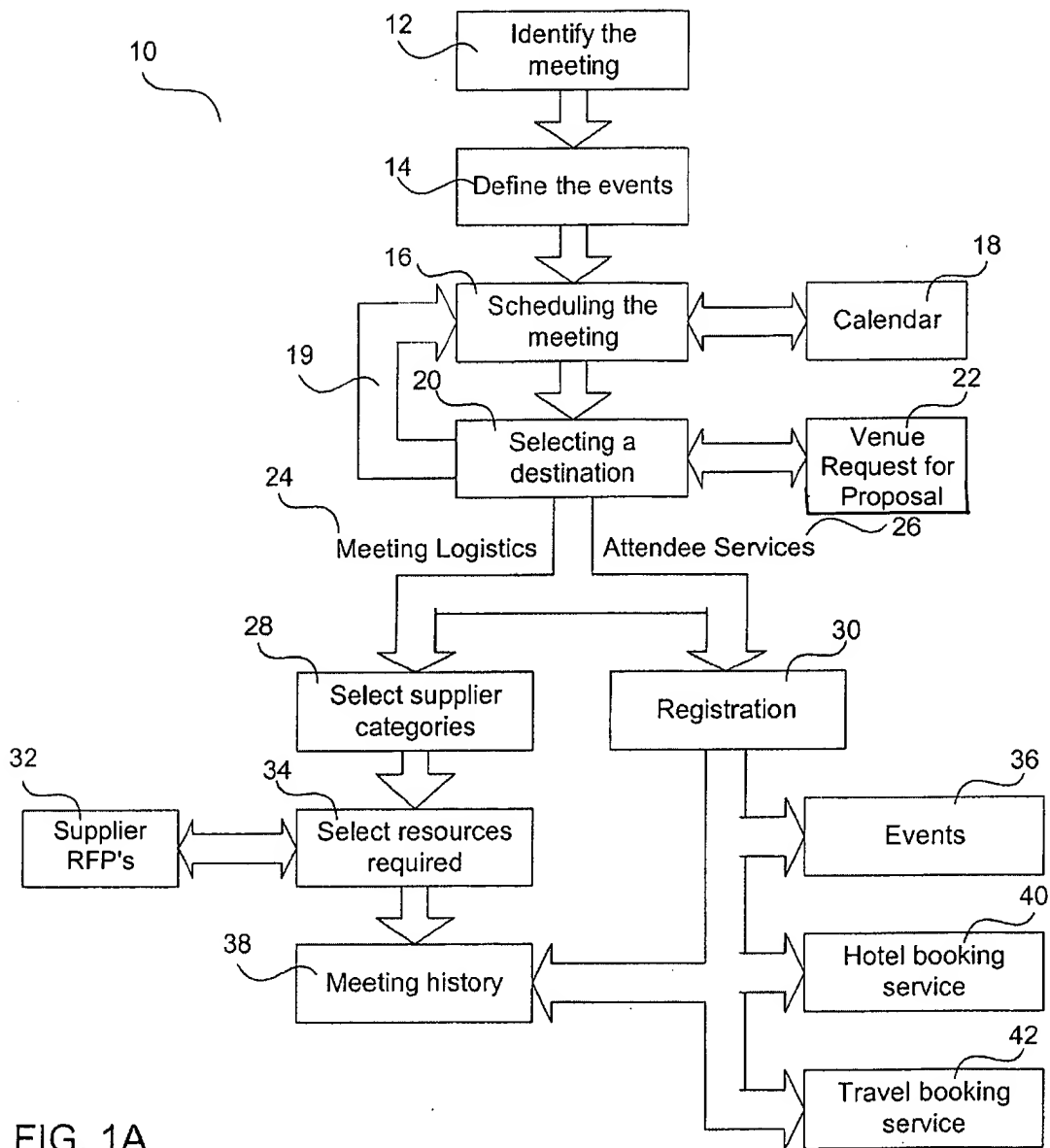
NE Enclosed are a replacement sheets for figures 1A, 1B, 3A and 3B.

In FIG. 1A, the description in block 22 was changed to *Venue* Request for Proposal and the description in block 32 was changed to *Supplier* RFP's to clarify the difference between the two blocks.

In FIG. 1B, reference numeral 204 and associated lead line were added to identify Attendees as referenced in the specification.

Two FIGS. 3 were included in the specification as originally filed. The first FIG. 3 has been changed to FIG. 3A and the second FIG. 3 was changed to FIG. 3B. In FIG. 3A, reference numerals 138, 170, 166 and 172 were changed to 38, 50, 20, 56 respectively as used in the specification.

Attachments: 4 Replacement Sheets





meeting management / my meetings / my review **NEW** no budget events

196 **Save this meeting** **Delete this meeting**

meeting status

RFP: **Create** Budget: **Draft** Event Manager: **Draft** Meeting: **Pending** Contacted ☒

meeting info

198 Meeting Name * **National Sales Meeting** 200

204 Start Date * **07/20/2001** End Date * **07/25/2001** 202

Attendee * **200** Estimated Room Nights * **5** Estimated Peak Night **210**

208 Meeting Type Audience Destination

Facility **Four Points Hotel Buffalo Airport** 206

Planner Name **Chris Smith** Planner Group

212 Meeting Description * **This meeting is a gathering of our Sales force from across the globe.** 210

214

company data

216 Meeting Requestor **Chris Smith** Sponsor Organization **sponsor org** **Sponsor Request**

Division **Sales** Accounting Code

Department **International Sales** Region **Select a Region**

City State

Country Global Region

218

mms defined fields

1. Meeting Approval Code

2. Facility Contracted Date

3. Meeting ID#

Save this meeting **Delete this meeting**

* Denotes Required Field

FIG. 1B

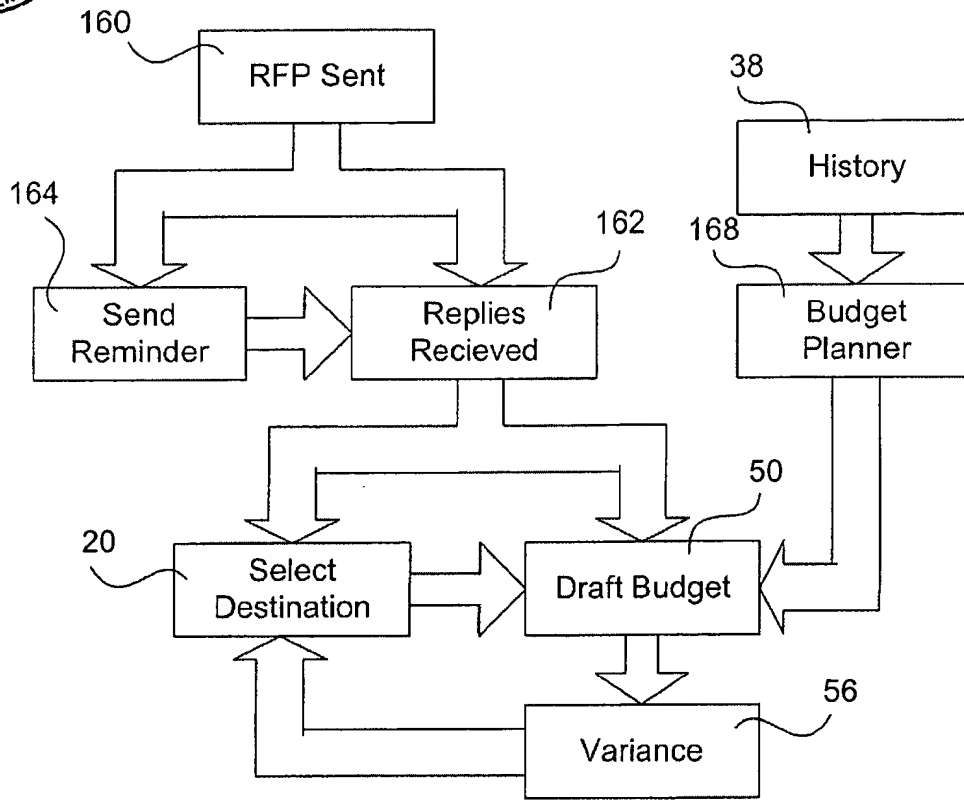


FIG. 3A



Report	Source of information	Used by
80 Meeting History 82 84 86	<ul style="list-style-type: none"> • Actual charges • Income • Attendance 	<ul style="list-style-type: none"> • Meeting planner 88 • Manager 89
90 Meeting costs by supplier	Actual charges 92	<ul style="list-style-type: none"> • Manager 94 • Meeting planner 95
96 Meeting costs by cost category	Actual charges 98	Manager 100
102 Income by income category 110	Income 104	Manager 106
108 Meeting comparison 112 114	<ul style="list-style-type: none"> • Actual charges • Income • Attendance 	Manager 116
118 Destination cost	Actual charges 120	Manager 122
124 Destination income	Income 126	Manager 128
130 Destination attendance	Attendance 132	Manager 134
136 Planner performance 138 140 142 144	<ul style="list-style-type: none"> • Attendance • Income • Actual Charges • Budget 	Manager 146
148 150 <ul style="list-style-type: none"> • Schedule of Events • Resume 154 	<ul style="list-style-type: none"> • Events 152 • Resources required 	Meeting planner 156

FIG. 3 B